

PS14

Date:

TO:

FROM: PS14/

Evaluation of Unsolicited Proposal entitled:

MSFC Control Number:

The enclosed unsolicited proposal has been approved by the Procurement Officer, as provided for in Marshall Work Instruction (MWI) 5115.1, and is forwarded for evaluation. If technical observation determines that this proposal does not meet the criteria of FAR 15.603(c), and your office does not desire to fund this effort, evaluation need not be performed.

FAR 15.603(c) states, "A valid unsolicited proposal must: (1) be innovative and unique, (2) be independently originated and developed by the offeror, (3) be prepared without Government supervision, endorsement, direction, or direct Government involvement, (4) include sufficient detail to permit a determination that Government support could be worthwhile and the proposed work could benefit the Agency's research and development or other mission responsibilities, and (5) not be an advance proposal for a known Agency requirement that can be acquired by competitive methods."

Please forward your unsolicited proposal recommendation to PS14 within 14 days from the date of this memorandum, using the attached MSFC Form 4236, "Unsolicited Proposal Recommendation." However, when unsolicited proposal is congruent to a NASA Research Announcement (NRA), or Broad Agency Announcement (BAA), please note on MSFC Form 4236 and process in accordance with MWI 5000.1 (Processing of NRAs and CANs). If the information offered in the proposal is insufficient to perform an evaluation and you desire more information, please notify the undersigned at 544 - .

If your office desires to fund this proposal, the unsolicited proposal, in addition to the following documents (as applicable), are required to be forwarded to the responsible Contracting Officer.

1. A Justification for Acceptance of an Unsolicited Proposal (JAUP) (MSFC Form 4236-1), and a Proposal Budget Evaluation (MSFC Form 4236-2) are attached for your completion if award of a grant or cooperative agreement is recommended (the JAUP includes the technical evaluation - a separate technical evaluation is not required).
2. A Justification for Other Than Full and Open Competition (JOFOC), if award of a contract is recommended, in addition to a technical evaluation.
3. A Recommendation and Determination to Solicit From One Source (RDSS), if award of a purchase order to contract is recommended for actions between \$2,501 and \$100,000, in addition to a technical evaluation (see METRO at Procedures and Procurement Tools, <http://nais.nasa.gov/msfc/metro/metro.html> for guide in completing form).
4. A Statement of Work (SOW), if award of a contract is recommended (not necessary for a grant/cooperative agreement unless there is a technical deviation from the proposer's SOW).
5. A Procurement Request (MSFC Form 404), prepared and processed in accordance with MWI 5100.1.
6. For colleges and universities, a Committee of Academic Science and Engineering (C.A.S.E.) Report (NASA Form 1356).
7. All procurement requests and supporting documentation shall reference the MSFC Control Number cited on this memorandum. For further instructions and examples, place contact the undersigned at 544 - .

Information Technology Systems Team  
Policy and Review Team  
Procurement Office

Enclosures  
As Stated

Program Analyst/